

City of Bella Vista Request for Proposal Farmers Market Manager

Introduction

The City of Bella Vista is seeking proposals from qualified persons/organizations for the purpose of management and operational responsibilities for the city's farmers market. The successful submitter will be charged with satisfying the requirements outlined in this RFP and will operate in a contractual relationship with the City of Bella Vista.

Inquiries

Direct questions and requests for clarifications related to this RFP to Mayor Peter Christie for the City of Bella Vista, and submit such questions, inquiries and requests for clarification(s) in writing, via email to info@bellavistaar.gov.

Method of Source Selection

A contract **(the final form of contract shall be approved by the City)** will be awarded to the individual or organization whose proposal is determined to be the most advantageous for the City of Bella Vista, Arkansas, considering all the conditions set forth in this RFP. Issuance of this RFP does not constitute a commitment on the part of the City to award a contract pursuant to this RFP. The City reserves the right to reject any and all proposals submitted in response to this RFP if it is considered to be in the best interest of the City. The City further reserves the right to make changes to this RFP at any time by issuance of written addendum/addenda, amendment(s) or clarification(s), as well as negotiate the precise scope of services to be incorporated into the final agreement.

Projected Timetable

- RFP Issued: Feb. 25, 2021
- Proposal Closing Date and Time: Friday, March 12, 2021 at 9:00 AM
- Opening of Submittals: Friday, March 12 at 9:00 AM
- Award of Contract: Monday, March 15, 2021

Description of Scope of Services

The successful submitter/contractor shall submit and coordinate with the city on the following:

- Organize the city's family-friendly Farmers Market on each Sunday beginning and ending on dates to be negotiated with the manager.
- Operate a weekly market on Sundays from 9:00 a.m. to 2:00 p.m. at a location predetermined by the city.
- Administer a vendor application packet that includes local and state laws, along with vendor guidelines and regulations specific to Bella Vista that were established by the contractor and approved by the city.
- Recruit vendors, musical performers and other entertainers for the market with a preference for performers and entertainers from churches, schools, clubs, and local associations in the city. Compensate musical performers and other entertainers, if necessary.

- Offer a marketing plan that includes community outreach, advertising, social media and other public promotion for the farmers market in coordination with and with approval of the city, and carry out such plan, including ad and editorial placement.
- If needed, arrange for sufficient portable toilet facilities for placement and usage at the farmers market, as well as have facilities maintained and serviced throughout the season. Compensate providers of said facilities and services.
- Be responsible for the set up, take down and clean-up of the market weekly, as well as maintaining the overall cleanliness of the market area.
- Provide monthly reports throughout the season and a year-end written report to the city.
- Provide information to the City sufficient for the issuance of an IRS Form-1099 to Contractor.
- Provide adequate and appropriate staffing and management at the site during market operations. The Contractor will be responsible for managing the conduct of the market, vendors, entertainers and patrons.
- Satisfy the City's risk management requirements regarding insurance and liability.
- Provide and display a Certificate of Insurance as specified by an agreement between the Contractor and the City of Bella Vista.
- Contractor and market must be in compliance with all local, state and federal laws, including fire codes and emergency management vehicle access, as well as adhere to all current Arkansas Department of Health directives and guidelines regarding the coronavirus.
- Establish guidelines and rules for the vendors that meet approval of the City.
- Provide a proposed payment method or collection of fees processed between the vendors and the Contractor.
- Provide to the City necessary contact information for all vendors and service providers associated with the market.
- Provide to the City proposed or anticipated revenues from the market activities.

City's Responsibilities

- The City agrees to pay the Contractor an annual sum of \$15,000.00 in three (3) installment payments of \$5,000 each. Installment payments shall be made on or before the 15th day of April, June and August.
- Provide a copy of pamphlets, applications and vendor packages.
- Communicate with and agree to terms with the farmers market site location property owner.

City's Review of Proposals

The City shall review and evaluate all proposals received prior to the deadline in order to determine which proposal best meets the City's needs for this project. The City may also investigate qualifications of all Submitters to whom the award is contemplated. In reviewing the proposals, the City may consider the following:

1. The submitter's expertise (including licenses, experience and past performance) of the submitter in designing, operating and managing projects of a similar type, size and complexity.
2. The feasibility of the proposals based upon the methodology of the scope of services.
3. Submitter's understanding of the work to be completed based upon the clarity of the proposal and responsiveness to this RFP.
4. Submitter's references.
5. Interview (if needed).

Instructions for Proposal Delivery

It is the Submitter's responsibility alone to ensure that the proposal is received by the City's authorized representative. The City will receive proposals at:

City of Bella Vista ATTN: Mayor Peter Christie
101 Town Center
PO Box 5655
Bella Vista, AR 72714

Proposals may be mailed, hand-delivered or emailed to info@bellavistaar.gov. The Submitter shall deliver the proposal in a sealed envelope clearly marked on the outside: "SEALED PROPOSAL FOR FARMERS' MARKET -- DO NOT OPEN WITH REGULAR MAIL." If sent via email, include the proposal as an attachment and enter "FARMERS MARKET PROPOSAL" in the subject heading. Please ask for verification of receipt.